

Professional and Managerial Branch  
Cultural Group  
Museum Series

**HISTORY MUSEUM CURATOR**

09/89

*Characteristics Of The Class*

Under direction, supervises, coordinates and assures proper identification, preservation, care and storage of museum artifacts and collections; develops educational programs; performs related duties as required.

*Examples Of Duties*

Designs and mounts exhibits and artifacts in the History Museum's historical and southwest United States historical collections; performs research to identify artifacts; assures collections are properly restored, preserved and cared for; visits historical sites and performs research to prepare recommendations for acquisition of artifacts.

Develops and presents educational programs and museum tours; delivers presentations to schools and other public groups; accepts and maintains records of acquisitions and collections; notifies press in order to publicize special events and exhibit openings; maintains contact with friends and donors of the museum; promotes and staffs the museum's gift shop.

Assists in the preparation and control of the annual operating budget; supervises, trains and evaluates assigned personnel; maintains records and prepares reports; coordinates activities and scheduling of museum volunteers.

*Minimum Qualifications:*

Training and Experience: Graduation from an accredited college or university and completion of a Master's Degree in American History or a related field and one year of professional museum experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of American History; considerable knowledge of the methods, techniques and procedures of museum operations; considerable knowledge of the methods, techniques and procedures used in the handling, care and preservation of artifacts; good knowledge of the history of El Paso and the southwest; good knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to plan, design and prepare museum exhibits; ability to prepare and present museum educational programs; ability to supervise, train and evaluate assigned personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

Skill in the handling, care and preservation of museum artifacts and collections.

Physical Requirements: Mobility within an office and Museum environment; lift and carry heavy objects (up to 50 pounds); operate a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state.

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Director of Personnel

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Department Head